



**U.S. Department of Energy  
Office of Management, Budget and Evaluation**

**Integrated Management Navigation System (I-MANAGE)**

**FMSIC**

**Tuesday, November 18, 2003**

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## I-MANAGE Executive Steering Committee Briefing Agenda



1. **I-MANAGE Standard Accounting and Reporting System (STARS)**
  - Status
  - Integrated Contractor Interface Update
  - SGL Update
2. **Action Items from May 2003 I-MANAGE Executive Steering Committee Meeting for October 2003 I-MANAGE Executive Steering Committee Meeting**
  - Requirements Baseline for I-MANAGE Data Warehouse
  - Requirements Baseline for I-MANAGE Standard Budget System
  - Reporting Entity (Cost Center)
  - Joule (Performance Measurement System) Status
  - Integrated Contractor Reporting Requirements
3. **Executive Steering Committee - Recommendations/Decisions (October 2003)**
4. **I-MANAGE Projects - Moving Forward**

## I-MANAGE STARS – Status

- **Currently in the Development Phase of the Project**
  - Includes general ledger, accounts receivable, accounts payable, fixed assets, and funds control within purchasing
  - Conversion programs being designed, developed and tested
  - Software extensions identified, effort incorporated into project plans
  - Interface programs being designed, developed and tested (Interface list being circulated for review/validation)
  - Report programs being designed, developed and tested
  - 1<sup>st</sup> STARS system/integration test cycle was completed in October 2003
  - Business process mapping/design in progress
- **Completed/submitted FY 2005 OMB Exhibit 300 (Business Case)**
- **Restored Federal Project Staffing/Ramped-up Contractor Staffing**
- **Issued Initial Integrated Contractor Reporting Requirements**  
(August 28, 2003 memo from Sherman to Field CFOs)

## I-MANAGE STARS – Status

- **Issued updated Systems Requirements for STARS Users**  
(September 2, 2003 memo from Simpson to Field CFOs)
- **Developed a Contingency Plan for Financial Services if STARS Implementation is delayed**
- **Developed an Accounting Transition Plan (with HQ/Field Deployment Financial Managers) to ensure data integrity**  
(November 14, 2003 memo from Campbell to Field CFOs)
- **Developing a Risk Mitigation strategy for A-76 Financial Services**
- **Began Cyber Security activities to obtain Certification and Accreditation**
- **Received notice that Oracle Federal Financials (Version 11.5.9) passed the JFMIP Certification**

## Integrated Contractor Interface Update

- 1. The STARS Integrated Contractor Interface has been developed and unit testing has begun.**
- 2. Crosswalks have been provided for Allottee, Fund Code, Reporting Entity, and SGL.**
- 3. B&R crosswalks will be provided shortly after the FY '05 B&Rs are published in the March timeframe along with Project, Work for Others, and Local Use information.**
- 4. Unit testing can be performed with simulated crosswalks.**
- 5. Acceptance Testing is scheduled to begin in April 2004. Files are expected to be available in the new format for testing.**

## Standard General Ledger (SGL) Update

- 1. The budgetary and proprietary cross-walks, developed by the SGL Team, were used for FY '03 year-end and the FY '03 financial statements.**
- 2. Developing logic to create the budgetary accounts for the Integrated Contractor proprietary entries.**
- 3. Developing combination and validity edits to be used with existing cross-walked data and in STARS.**
- 4. Will be developing month-end and year-end closing entries for a few remaining scenarios such as the Decontamination and Decommissioning (D&D) Fund.**

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### 4. I-MANAGE Projects - Moving Forward

## **Actions Items from the May 2003 I-MANAGE ESC Meeting for the October 2003 I-MANAGE ESC Meeting**

- **Requirements Baseline for I-MANAGE Data Warehouse and Standard Budget System**
  - Provide baseline requirements for Executive Steering Committee review/approval
- **Reporting Entity (Cost Center)**
  - Provide consolidated list of proposed Cost Centers (part of Reporting Entity segment) for Executive Steering Committee review/approval
- **Joule (Performance Measurement System) Status**
  - Decision on the future of Joule (PBViews)
  - **Additional work required before a recommendation/decision can be made – meeting scheduled with vendor**
- **Integrated Contractor Reporting Requirements**
  - Agreement that Contractors will modify Accounting Feeds to STARS as part of normal operations and maintenance
  - Memorandum issued to Field CFOs for distribution to Integrated Contractors



## I-MANAGE Data Warehouse Requirements Baseline

- **Requirements Baseline completed on September 30, 2003**
  - From July 22<sup>nd</sup> through August 18<sup>th</sup>, the project team interviewed 50 people throughout the organization.
    - \* This included representatives from all the major program offices, several field sites, and headquarters staff offices.
    - \* Contractor representatives from LANL and LLNL were interviewed as well as the Power Marketing Administrations.
    - \* 45 interviewees provided additional written feedback and comments which were addressed in the final requirements baseline.
    - \* Each individual who provided commentary has/or will receive a personal response from the DOE Project Manager

## I-MANAGE Data Warehouse Requirements Baseline

### Requirements Breakdown:

- **Nearly 300 requirements were considered:**
- **The team identified duplicates, culled out non-data warehouse requirements, and eliminated some requested requirements that were handled in other systems as standard functionality.**
- **This resulted in:**
  - 127 approved functional business requirements (i.e. functional business requirements of a world-class data warehouse)
  - 72 general requirements (i.e. generic requirements that would apply to any automated business system)
  - 31 technical requirements (i.e. specific technical infrastructure or connectivity requirements)

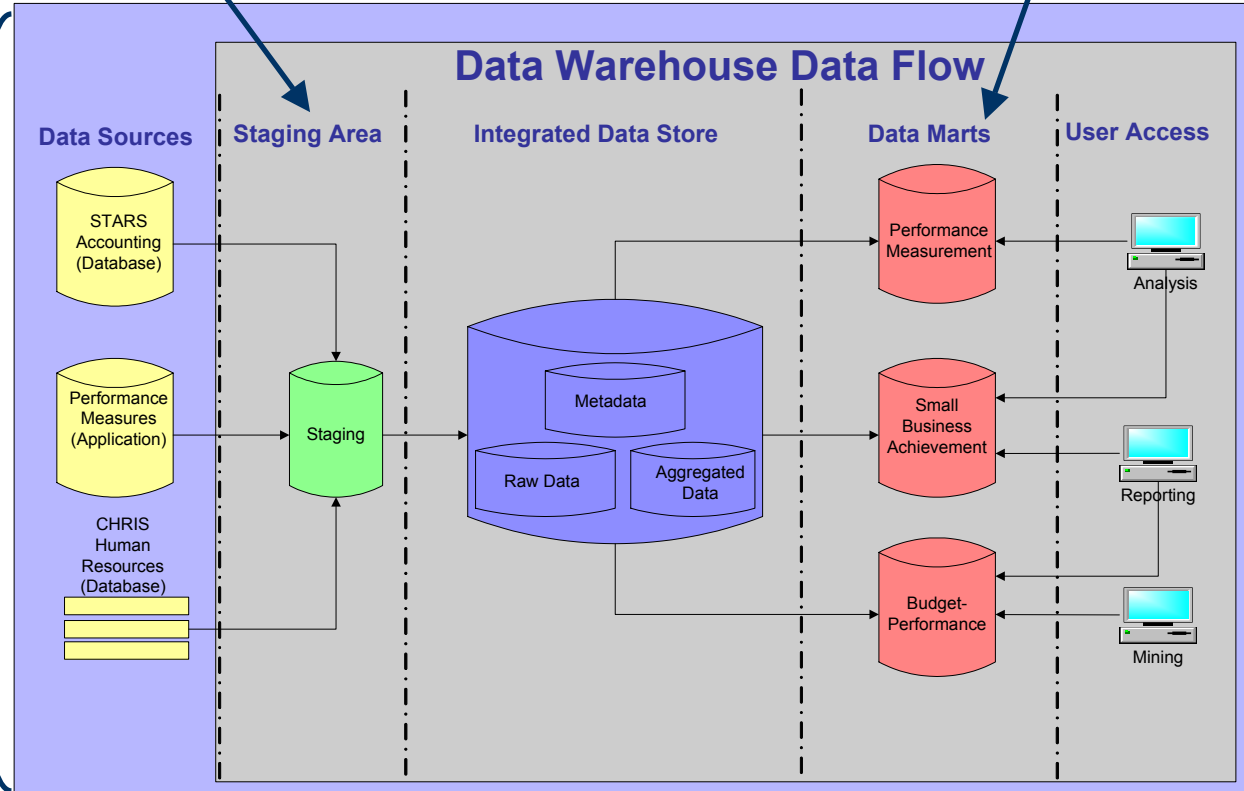
# I-MANAGE Data Warehouse Requirements Baseline: Notional Conceptual Overview

Data will be validated, aggregated, and summarized in the staging area, then loaded in the integrated data store.

**Note: This is an example only, and does not represent the proposed design of the new I-MANAGE Data Warehouse.**

Data marts are separate partitions within a data warehouse designed to support the reporting requirements of a particular business activity.

The I-MANAGE Data Warehouse will be designed to receive source data from I-MANAGE systems as well as other DOE systems. Source systems are typically referred to as “online transaction processing” (OLTP) systems, characterized by direct data entry in support of a specific set of business processes (accounting, purchasing, budget formulation, vendor data, etc.).



Users require simple, intuitive front-end tools that provide query, reporting, and data mining features using a role-based security access model defined by the data's owners. The format and presentation of data should provide graphical displays, drill-down features, and export to desktop software applications including spreadsheets and word processors. The interface should be a pure web-based application with a small “footprint” on the user's desktop.

- Raw data is passed directly to the integrated data store from the source systems without change.
- Metadata is “data about data”, i.e. descriptive information about other data in the warehouse.
- Aggregated data is raw data from source systems that has been summarized.

## I-MANAGE Standard Budget System Requirements Baseline

- **Requirements Baseline completed on September 30, 2003**
  - From July 21<sup>st</sup> through August 14<sup>th</sup>, the project team interviewed or contacted 56 people throughout the organization.
    - \* This included representatives from all the major program offices, several field sites, and headquarters staff offices.
    - \* Contractor representatives from Sandia and LLNL were interviewed as well as the Power Marketing Administrations.
    - \* 42 interviewees provided feedback and comments which were addressed in the final requirements baseline.
    - \* Each individual who provided commentary received a personal response from the DOE Project Manager

## I-MANAGE Standard Budget System Requirements Baseline

### Requirements Breakdown:

- **136 requirements were carefully considered**
- **5 requirements were canceled based on discussions with the users, or removed as duplicates**
- **These requirements will be provided to potential software vendors as the “target” for their offering:**
  - Using a performance based solicitation approach
  - Requirements plus live test demonstration of software capabilities will be used to select the best solution
    - \* Best approach is to have live test demos by multiple vendors
    - \* The primary end-users of the new system must be fully engaged during the live test demos

# I-MANAGE Standard Budget System Requirements

## Baseline: Notional Conceptual Overview



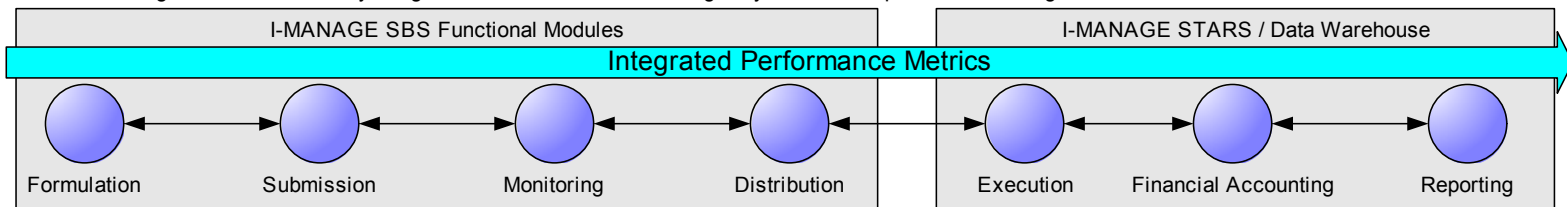
The selected product should be built on an ANSI standard relational database architecture, preferably ORACLE.



Role-based  
Security structure

A role-based security structure would work in conjunction with the automated workflow capability to ensure that access to budget data is effectively controlled according to business rules established by data owners.

Performance management should be fully integrated within the Standard Budget System, with open APIs for integration with STARS and the I-MANAGE Data Warehouse.



Industry standard  
"gateways" or APIs

The product should provide standard "gateways" or application programming interfaces (API) to simplify integration with other, external systems (e.g. ePME, STARS, Data Warehouse). In addition, the system should support industry standards for data formatting and transfer (XML, SFTP).



Standard Developer's  
Toolset / Workbench

A Standard Developer's toolset / workbench will reduce initial development costs, and shrink long-term maintenance costs. Many products have built-in integration with automated configuration management products (e.g. we use Merant's PVCS product).



Automated  
Workflow

An automated workflow capability would enable better management control through electronic routing, suspense, and digital signature approvals.



Standard  
user interface

A standard user interface reduces the amount of training required for the new system, and simplifies integration with other I-MANAGE systems. End-users should be provided simple, intuitive query and reporting tools to free up expensive technical resources for work on other activities.



User-definable  
Queries / Reports

## I-MANAGE STARS Reporting Entity (Cost Center)

- **Background**

- The new STARS financial accounting system will provide managerial cost accounting.

- **The organizational element of cost will be captured in the reporting entity segment of the AFF.**

- The reporting entity segment is 6 digits in length allowing for an extensive hierarchy. Reporting entities are logically related and subordinate to the allottee segment.
- This segment provides funds control and roll-up groups (parent - child relationships).
- Within each allottee, a cost center hierarchy will be developed to allow for costs to be accumulated within specific organizational “buckets”.
- For example, the IT department within the Albuquerque Operations Office may further breakdown their organization as IT management, technical support, and hardware / software.

Fund code
Appro. Year
Allottee

Reptg Entity
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U.S. SGL
Obj. Class
Program
Project
WFO
Local Use
Future

## I-MANAGE STARS Reporting Entity (Cost Center)

- **The I-MANAGE STARS Project Team consulted with a wide range of individuals in the organization to solicit their proposed Reporting Entity values**
  - To reflect their organizational structure
  - To identify consistent activities throughout the organization
- **Multiple individuals, organizations interviewed:**
  - Financial Service Centers (ORO, ALO, CAP)
  - Operations Offices (Idaho, Richland, Savannah River, Chicago)
  - Field Offices (Ohio, Rocky Flats, Strategic Petroleum, National Energy Technology Lab, Pittsburgh Naval Reactors, Schenectady Naval Reactors)
  - HQ Program Offices (Science, EM, NNSA)
  - CIO's Office



## I-MANAGE STARS Reporting Entity (Cost Center)

### Evolutionary Approach to Managerial Cost Accounting

#### **FY 2005 (recommended)**

- ✓ 90 – 95% of the Department's overall budget will be linked with quantifiable, verifiable performance objectives
- ✓ STARS will be configured to capture and report cost accounting data
- ✓ STARS will be configured for a standardized, managerial cost accounting approach
  - ✓ Accounting fields set up for managerial cost accounting
  - ✓ First generation of grandparent / parent / child roll-up structures established
- ✓ A policy working group should be convened to establish policies and procedures to achieve this objective

## **I-MANAGE STARS Reporting Entity (Cost Center)**

### **Evolutionary Approach to Managerial Cost Accounting**


#### **FY 2006 (proposed)**

- ✓ Organization has new standards in place for consistent managerial cost accounting at all Federal sites
- ✓ Application of managerial cost accounting principles continues to get better as organization gains experience, knowledge in the use of the software

#### **FY 2007 (proposed)**

- ✓ Organization has new standards in place for consistent managerial cost accounting at Integrated Contractor sites

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## Executive Steering Committee – Recommendations/Decisions

- **Recommendation 1 – Build Cost Accounting capability into STARS, but implement in stages that will allow the Department’s organizational structure to evolve to capture standard/consistent cost accounting data**

**Recommendation accepted**

- **Recommendation 2 – Defer decision on the future use of Joule until more information from the vendor is available**

**Recommendation accepted**

## Executive Steering Committee – Recommendations/Decisions


- **Recommendation 3 – Approve the Data Warehouse Requirements Baseline**

**Recommendation accepted**

- **Recommendation 4 – Approve the Standard Budget System Requirements Baseline**

**Recommendation accepted**

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## I-MANAGE Projects - Moving Forward

### Standard Accounting and Reporting System (STARS):

**Complete STARS Set-up/Configuration - Ready for Testing Baseline – April 30, 2004**

- Coding, unit-testing, system / integration testing, and production configuration

**Complete STARS User Acceptance Testing – July 30, 2004**

- Begin User Acceptance Testing – May 1, 2004
- Cyber Security Integrated into Project – Complete Certification and Accreditation – July 30, 2004

**Preliminary Deployment (Go/No Go) Decision - August 16, 2004**

**Final Deployment Decision – September 22, 2004**

**STARS Implementation/Deployment – October 1, 2004**

### I-MANAGE Data Warehouse (IDW):

**Complete IDW Design Baseline – March 31, 2004**

**Complete IDW Set-up/Configuration - Ready for Testing – June 30, 2004**

**Complete IDW User Acceptance Testing – August 15, 2004**

**Preliminary Deployment Decision – August 25, 2004**

**Final Deployment Decision – September 30, 2004**

**IDW Implementation/Deployment – October 1, 2004**

# I-MANAGE Projects - Moving Forward

## Standard Budget System (SBS):

- Develop SBS Acquisition Plan - March 31, 2004
- Acquire SBS COTS/GOTS Solution – June 30, 2004
- Complete SBS Design Baseline – September, 2004

## Corporate Human Resource Information System (CHRIS):

Operational since 1998 - Modifications/Enhancements planned in FY 2004 to implement an electronic SF-50, interface to STARS and Government-wide initiatives (Recruitment One-Stop and Enterprise Human Resource Information System) and to pilot PKI

## eProcurement:

Project Currently on Hold – Project Team doing Market Research to determine capabilities of COTS products

## eTravel (Government-wide initiative):

- Contract awarded for end-to-end Government-wide travel services (award being protested)
- Complete DOE Migration Plan – March 31, 2004
- DOE Migration – FY 2006

## ePayroll (Government-wide initiative):

Outsourced DOE Payroll to DFAS – Completed (1<sup>st</sup> DFAS Pay - October 4, 2004)

## Integrated Document Management System (IDMS):

Obtain funding for business case planning and analysis - TBD